



## **ISACS Administrative Services Committee Overview**

Welcome to the ISACS Board Committee nomination process for the Administrative Services Committee (ASC). Serving on an ISACS Board Committee is a robust service to the mission of ISACS, an opportunity for personal leadership growth, and a professional means of representing and uplifting the school within the ISACS region. ISACS committees strive to represent the diversity of its member schools. We at ISACS welcome nominations of qualified candidates as well as self-nominations. Nominations are received by Paul Johns, [paul@isacs.org](mailto:paul@isacs.org); reviewed by ISACS staff and the Committee Chair to ensure qualified and diverse representation. The ISACS Trusteeship Committee approves nominees to serve on the Committee for a 3-year term that begins July 1 of the first year and ends June 30 of the last year. ISACS welcomes nominations throughout the year. Nominations for upcoming committee vacancies close by April 1.

### **ASC Member Commitments**

The ASC meets approximately 4 times a year, typically in September, November, February, and April. Of the four meetings per year, at least one meeting will be virtual. Committee meetings vary depending on the needs of the Committee but generally last 2-3 hours. Committee members attend scheduled meetings, and are reimbursed for related expenses. Additionally, Committee members attend related professional development events offered in conjunction with the Committee's planning. Examples include the Diversity Summit, Academy for Division Heads, the Annual Conference.

### **ASC Overview**

The ASC furthers ISACS's mission, vision, and values:

Mission - ISACS leads schools to pursue exemplary independent education.

Vision - ISACS schools empower all students to contribute and thrive in a diverse and changing world.

Core Values - Equity, Integrity, Continuous Improvement

### **ASC Purpose as Set Forward by ISACS Bylaws**

The ASC works in collaboration with ISACS staff and the Board of Trustees. The Committee promotes the professional growth of independent school administrators.

The ASC commits to guide itself by principles of broad representation, consistency, to furthering racial justice, and to conducting its work with transparency.

### **ASC Goals**

The ASC establishes goals that guide the Committee's work to support the Committee's purpose as well as initiatives and commitments that follow from ISACS's strategic plan and related initiatives.

Committee members may take on specific tasks in accomplishing the work of the Committee.